

August 24, 2000

Dear Sir or Madam:

Enclosed is a copy of the Bureau of the Public Debt's Solicitation #BPD 00-CI-0009 for auditing services.

Your particular attention is directed to the following areas:

1. The work statement outlines the type of supplies/services to be procured through this solicitation.
2. 52.212-1 INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS provides a complete list of the items which you must include in your proposal.
3. 52.212-2 EVALUATION - COMMERCIAL ITEMS and its addendum provide information on the proposal evaluation process.
4. 52.212-3 OFFERORS REPRESENTATIONS AND CERTIFICATIONS - COMMERCIAL ITEMS must be completed by all offerors.
5. 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS -- COMMERCIAL ITEMS applies in full to United States owned and operated contractors. Only 52.212-5(a), (b)(1), (d), and (e) apply to non-United States owned and operated contractors.
6. Any questions on the solicitation should be submitted no later than fourteen (14) calendar days before the due date. We cannot assure an answer to questions submitted after this deadline. Questions may be sent by fax to (304) 480-7203 or e-mailing your question to franchiseprocurement@bpd.treas.gov. You should call (304) 480-7110 to verify receipt of fax transmissions.

Offers will be accepted by:

- (a) Mail: U.S. Department of the Treasury
Bureau of Public Debt
ATTN: Bruce Feirtag (BPD-00-CI-0009)
Division of Procurement
200 Third Street, UNB 4th Floor
Parkersburg, West Virginia 26101-5312
UNITED STATES OF AMERICA
- (b) Internet e-mail: franchiseprocurement@bpd.treas.gov
- (c) Hand delivered: the bid box located in the lobby on the 4th Floor at 501 Avery Street,
Parkersburg, West Virginia, United States.

You must identify the solicitation number and closing date and time on the outside of all packages.

Offers are not solicited from firms debarred, suspended, or proposed for debarment. Ineligible firms shall consider this an informational copy only.

We appreciate your interest in participating in this procurement.

Sincerely,

Timothy J. Wilson
Contracting Officer

Enclosure